



Washington State Office of Civil Legal Aid

RFP 13-01
Amendment 1
October 10, 2013

This is an amendment to RFP 13-01 issued by the Washington State Office of Civil Legal Aid on behalf of the Washington Supreme Court's 2014 Civil Legal Needs Study (CLNS) Update Committee on September 22, 2013 for the Civil Legal Needs Study Update.

This RFP Is amended as follows:

1. **RFP Section VII – Research Objectives** is hereby clarified to include the following:

Target Demographic Focus Cohorts: Despite reference to the Scoping Group report, the target demographic cohorts are those listed on RFP page 11.

2. **RFP Section VIII – Process and Deliverables** regarding Deliverable #6, first paragraph is hereby replaced in its entirety as follows:

The Vendor will provide a final written report (Final Report) summarizing the key findings of the research effort within the context of the principal questions that served as the guideposts for the research effort. The Vendor will make an in-person presentation of the Final Report to the Washington Supreme Court, and the CLNS Update Committee at the Temple of Justice in Olympia, WA. The Vendor shall also make a presentation to the Washington State Access to Justice (ATJ) Board and the Washington State Civil Legal Aid Oversight Committee (Oversight Committee). The CLNS Update Committee reserves the option of receiving the presentations to the ATJ Board and Oversight Committee in – person, via video-conference or similar live technology link up.

3. **RFP Section X – Cost Proposal** is hereby replaced in its entirety as follows:

Requirement

This procurement will involve a negotiated contract involving professional services. The lowest-priced proposal will not necessarily be the winner of this procurement. Vendors are required to submit a cost proposal, under separate cover, based on the instruction and requirements provided below. Non-compliance may result in the Vendor's proposal to be deemed non-responsive.

Pricing Instructions

For this RFP, Vendors must submit information detailing the proposed pricing of the professional services. OCLA reserves to itself, the CLNS Update Committee and other designated representatives the right to review all aspects of the cost proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from the Vendor's proposal, or industry standards.

OCLA reserves the right to offer finalists a chance to submit a best and final offer, including additional discounts, benefits, cost reductions, or savings that were not previously presented in the initial submission. Vendors are not required to submit a best and final offer and may submit a written response notifying OCLA that their response remains as originally submitted.

Cost Proposal

Cost proposals submitted must be guaranteed for ninety (90) days from the proposal due date and remain fixed for the duration of the contract executed as a result of this RFP.

OCLA intends to enter into a Deliverables-Based contract for the services described in this RFP. Vendors shall provide an overall price for the project and each of its discrete components.

Using *Section B* within **Appendix A**, Vendor must provide a firm fixed bid for each of the six work deliverables as identified in the RFP. The sum of all costs proposed for the deliverables must equal the amount provided for "Total Fixed Price Bid". All travel and per diem will be the responsibility of the Vendor and should be considered along any all direct and indirect costs when preparing the Cost Proposal. All errors in calculations are the sole responsibility of the Vendor.

Payment Schedule

OCLA will pay for each deliverable under this project upon demonstrated completion and acceptance of each deliverable. Invoices must be submitted following the requirements set forth any executed contract resulting from this RFP

As outlined in Section IV.C above, OCLA reserves the right to stage the engagement as funding becomes available, and to sequence contracting accordingly.

4. **RFP Section XIX – Attachments** is hereby modified to add and incorporate into the RFP the following:

Attachment 2 – [2003 Civil Legal Needs Study](#)

Attachment 3 - [2012 Scoping Group Report](#)

5. RFP Section XX – Definitions is hereby added as follows:

- 1. Low-income:** For the purpose of this study, and consistent with the approach taken in the 2003 study, we break these down into “low-income” and “low-moderate-income” households. Low-income households are those with incomes at or below 125% of the federal poverty level (FPL) by household size. Low-moderate-income households are those between 126% and 200% of the FPL.
- 2. Unit of Study:** The unit of study for this update is low-income *households*.
- 3. Sampling Frame:** The sampling frame should include a sufficient number of households within each of the target household income spectra (0%-125% FPL; 125%-200% FPL) to support research findings.